

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

6 September 1973

OFFICE OF PERSONNEL NOTICE NO. 20-73-7

SUBJECT: Charter for the Office of Personnel Advisory Group

1. There is attached to this notice a copy of the newly-devised charter for the Office of Personnel Advisory Group (OPAG). I believe groups such as OPAG can play active and substantive roles within the total framework of Agency management. This can be accomplished in various ways such as assisting in the whole communications process between employees and management, by recommendations emanating from their experience and initiative, as well as their thoughtful consideration and critique of problems or issues called to their attention.

2. By mutual agreement of OPAG and the Director of Personnel's Office, it was decided that their role would be enhanced and their opportunity to play a meaningful part in our organizational life would be aided if there existed a charter. I urge all members of the Personnel Career Service both to familiarize themselves with it and to make members of the OPAG aware of their feelings on any matter which is common to all of our interests.



John F. Blake
Director of Personnel

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3. Eligibility, Selection of Membership and Terms of Office

A. Eligibility

All MP careerists, GS-09 through GS-13, who have had a minimum of two years experience as MP careerists and who are not over age 38 are eligible for membership on the Advisory Group.

B. Selection

As vacancies occur, the Advisory Group will nominate suitable candidates to fill the vacancies. The Advisory Group chairperson will then contact the individuals nominated and invite them to become members. The chairperson will notify the Director of Personnel of changes in membership.

C. Membership

The Panel shall consist of eight members.

D. Term of Office

A term of office shall be one year from date of acceptance of membership. Exception: Where a member is selected to complete a prior member's term, the new member will serve the remainder of the term plus one year. Multiple terms of service on the Advisory Group are permissible but they may not be consecutive.

4. OPAG Officers, Terms of Office and Responsibilities

The membership of the Advisory Group will select a chairperson to serve a three-month term. The chairperson will be responsible for identifying the times and places of meetings, conducting all official meetings, and representing the Advisory Group to the Director of Personnel. Members of the Advisory Group will serve as recording secretary on a rotational basis. The duties of the secretary will be to take, write and distribute the minutes of the meetings to the membership. Members of the Group will select, on a permanent or rotational basis, as they see fit, one of their number to serve as editor. The duties of the editor will be to edit and prepare in final form all reports, papers or recommendations which are submitted to the Director of Personnel.

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CHARTER FOR THE OFFICE OF PERSONNEL ADVISORY GROUP

This administrative instruction sets forth guidelines for the operation of the Office of Personnel Advisory Group.

1. Background

A Junior Advisory Panel (JAP) composed of junior personnel officers has been in operation since early 1970 and has existed on an informal basis at the pleasure of the Director of Personnel. The purpose of this charter is to create a formal relationship between the Director of Personnel and a panel which shall be known as the Office of Personnel Advisory Group (OPAG).

2. Responsibilities

The advisory Group's two main concerns are the Personnel Career Service and personnel management. The Advisory Group will concern itself primarily with matters pertaining to the Office of Personnel, but it will not limit itself strictly to this area since items which it might cover could have Directorate and/or Agency-wide implications. The Advisory Group will:

- A. Serve as a sounding board for the Director of Personnel so that he can task for viewpoints and ideas from MP Officers relating to the MP Career Service and to OP Management policies.
- B. Identify issues or problems and initiate independent research efforts toward formulating solutions for consideration by the Director of Personnel.
- C. Review current procedures in all phases of personnel management and recommend to the Director of Personnel new ways of doing things in order to improve efficiency and effectiveness.
- D. Perform other related services as directed by the Director of Personnel.

The Director of Personnel will support OPAG in the performance of the responsibilities outlined by this charter.

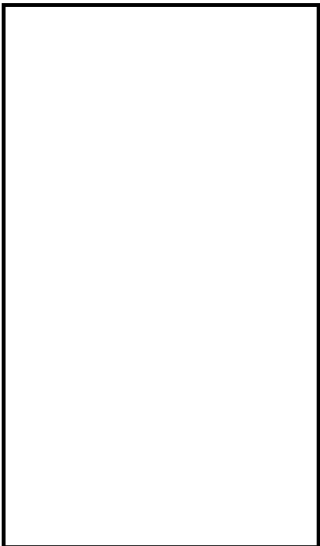
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ADDENDUM

Office of Personnel Advisory Group Members

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<u>Name</u>	<u>Term of Office</u>
	October 1972 through September 1973
	February 1973 through January 1974
	February 1973 through January 1974
	February 1973 through January 1974
	February 1973 through January 1974
	February 1973 through January 1974
	April 1973 through March 1974
	February 1973 through January 1974

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5. Times, Places and Manner of Meeting

The Panel will meet at least once a week at a time and place designated by the chairperson.

The Director and Deputy Director of Personnel will be invited to attend Advisory Group meetings at their convenience.

6. Charter Amendments

This Charter may be amended by majority vote of the membership, subject to final approval by the Director of Personnel.

7. Addendum

The addendum of this administrative instruction sets forth the present membership and their terms of office.